

GATEWAY COMMUNITY COLLEGE
JOB OPPORTUNITY
OFFICE ASSISTANT
HUMAN RESOURCES OFFICE

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: EXAM CANDIDATES
Location: North Haven Campus
Hours: M-F 8:30am-5:00pm
Salary: \$37,429
Posting Number 50310
Closing Date: November 23, 2011

General Knowledge: Under the Direction of the Director of Human Resources or her designee, the Office Assistant assigned to the Human Resource Office is accountable for the following: Receives, verifies, and processes Dual Employment forms; Check in Contracts; Receives, sorts and distributes W-2's; Enter timecards into core for students and part time employees; Collects, organizes, reviews and verifies employee time cards and/or timesheets for accuracy; Distribute timecards; Maintain employee time recorded charts and spreadsheet; Oversee and complete various mailings; Post and calculate accruals on timesheets; Prepares template of timecards to be printed by Central Duplicating; Conduct Blood borne pathogen and EAP workshops (Lunch & Learn); Receives, verifies, sorts, and distributes paychecks; May Sort mail; Enter new Part-time lecturers on Database for Dean's office; Create database for Classified searches, set up interviews; Update college catalog for all employees; Assists employees/people entering office; Filing; Maintain forms database; Monitoring working test periods; Perform CORE-CT Audits monthly; May attends HRMS meetings and various training workshops; Answers employees' questions about payroll related matters including payment issues, part-time lecturer payment schedule, direct deposit administration, and retirement payments. Responds to questions and concerns pertaining to paychecks, leave balances and general HR questions Contact and set up Supplemental Benefits for on campus visits; Maintain Seniority Lists for Classified Unions; Process various contracts for employees; May be required to travel between campuses; performs related duties as required.

Preferred Skills and Ability: Knowledge of CORE; detailed orientated, prior work experience in a higher education environment; bilingual; proficient in the most up to date Microsoft office version; demonstrated customer service skills development.

General Knowledge: Knowledge of office systems and procedures including proper telephone usage and filing; oral and written communication skills; skill in performing arithmetical computations; basic interpersonal skills; ability to perform a full range of clerical tasks; ability to operate office equipment which includes personal computers, computer terminals and other electronic automated equipment; ability to operate office suite software; ability to schedule and prioritize workflow; ability to read and interpret complex instructions.

Eligibility Requirement:

Candidates must have applied for and passed the OFFICE ASSISTANT exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy. **Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Application Instructions: Please send a CT-HR-12 application, before the close of business (5:00pm) on the date indicated above to:

Gateway Community College
Human Resources Office
88 Bassett Road
North Haven, CT 06473

Faxed applications will also be accepted. 203-285-2539

A CT-HR-12 application can be found on our website at:

http://www.gwcc.commnet.edu/uploadedFiles/Human_Resources_Department/CT-HR-12_Application.pdf

We request a cover letter and Resume to be included with your application; however it WILL NOT substitute for any information required on the application form. Applicants who do not submit the proper application (CT-HR-12) will be eliminated.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.